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## ASSISTANT INSPECTOR APPROVAL

# IR A-12

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References: California Building Standards Administrative Code, (Title 24, Part 1)  
Sections 4-333, and 4-341  
California Education Code, Sections 17309, 17311 and 81141

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See IR A-7

Discipline: Structural

This Interpretation of Regulations (IR) is intended for use by the Division of the State Architect (DSA) staff, and as a resource for design professionals, to promote more uniform statewide criteria for plan review and construction inspection of projects within the jurisdiction of DSA which includes State of California public elementary and secondary schools (grade K-12), community colleges, and state-owned or state-leased essential services buildings. This IR indicates an acceptable method for achieving compliance with applicable codes and regulations, although other methods proposed by design professionals may be considered by DSA.

This IR is reviewed on a regular basis and is subject to revision at any time. Please check the DSA web site for currently effective IRs. Only IRs listed in the document at <http://www.dgs.ca.gov/dsa/Resources/IRManual.aspx> at the time of plan submittal to DSA are considered applicable.

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**Purpose:** This Interpretation of Regulations (IR) describes the requirements for the approval of assistant inspectors. All assistant inspectors must complete a two-step process of (1) certification and (2) approval by DSA before they are permitted to work on a school construction project.

[IR A-7](#) explains the requirements for DSA certification for both assistant and project inspectors. IR A-7 also explains the requirements for project approval of project inspectors. IR A-12 specifies requirements for project approval of assistant inspectors.

**Background:** There are three types of inspectors who may perform code-required inspections on school construction projects:

- **Project Inspector** - is responsible for ensuring that all code-prescribed inspection and administrative duties are completed, including supervision of assistant inspectors and monitoring of special inspectors. The Class 1 project inspector may utilize one or more assistant inspector(s) to assist in performing inspection and administrative duties on a project.
- **Assistant Inspector** - may be utilized, or may be required, to assist a Class 1 project inspector. Assistant inspectors provide inspection and administrative assistance to the project inspector on a project. An assistant inspector must be qualified by obtaining DSA Certification as a project inspector. Qualified assistants must be approved by DSA for each project as explained in Section 3.3 and 3.4 below.
- **Special Inspector** - a specially qualified person utilized, where required by code, to inspect specific aspects of the work, such as structural steel welding or masonry construction.

**1. Utilization of Assistant Inspectors:** On larger, more complex, or fast-paced projects the necessity to utilize assistant inspector(s) must be assessed. For example, the need for an assistant inspector should be discussed with the DSA field engineer when construction cost exceeds \$15,000,000. DSA's approval of the project inspector may be contingent upon adequate provision for assistant inspector(s).

The scope of all construction work that the assistant will inspect and any other code-prescribed duties that the assistant will perform must be described on form [DSA-5A](#).

**2. Requirements for the Use of an Assistant Inspector:** DSA has established the following requirements for the certification, approval, and use of any assistant inspector on a public school construction project.

- 2.1** Only DSA-Certified Class 1 project inspectors may utilize assistant inspectors.
- 2.2** A project inspector may not utilize more than three assistant inspectors simultaneously without the express written approval of DSA.
- 2.3** The project inspector must provide continuous on-site supervision of all assistant inspectors. The project inspector shall not assign the assistant inspector to inspect work at a project site when the project inspector will not be present unless special written DSA approval is obtained in advance.
- 2.4** Upon request, the project inspector must submit a written plan indicating the project inspector's proposed presence at all concurrent projects. The plan must provide for continuous on-site supervision of all assistant inspectors.
- 2.5** Both the project and assistant inspector must keep a log of time spent on-site, and must indicate this information on each semi-monthly report.
- 2.6** All assistant inspectors must be qualified by DSA Certification as a project inspector, Class 1, 2, 3, or 4. See IR A-7 and the DSA website for more information regarding DSA inspector certification
- 2.7** Once certified, assistant inspectors must be approved by the appropriate DSA Regional Office for each project on which the assistant inspector works.

### **3. Certification and Approval of an Assistant Inspector – A Two-Step Process**

- DSA Certification as a project inspector, Class 1, 2, 3 or 4, is the first step in becoming an assistant inspector. See IR A-7 for certification requirements.
- Approval is the second step. This step occurs for each construction project. DSA Approval of an assistant inspector must be obtained from the appropriate DSA Regional Office before the assistant inspector can work on a project.

#### **3.1 Approval of the Assistant Inspector for a Project**

An assistant inspector must be approved by DSA for each specific project. An Assistant Inspector Qualification Record (Form DSA-5A) must be submitted to the appropriate DSA Regional Office for approval at least 10 working days prior to use of the assistant inspector on the project.

The design professional in general responsible charge is advised to consult the DSA field engineer prior to submittal of the Form DSA-5A to DSA, in order to verify that the assistant inspector meets the criteria for approval by DSA.

#### **3.2 Criteria for DSA Approval of an Assistant Inspector**

An assistant inspector must:

- 3.2.1** Be DSA Certified as a project inspector, Class 1, 2, 3 or 4,
- 3.2.2** Have work experience in inspection or construction with the trades that the assistant inspector will be inspecting,
- 3.2.3** Demonstrate that his or her current workload and time commitment to the project are acceptable,

- 3.2.4** Have demonstrated satisfactory performance on previous school construction projects (refer to DSA [IR A-8](#)), and
- 3.2.5** Be employed directly by the school district.

#### **4. Project and Assistant Inspectors' Responsibilities**

A project inspector is responsible for ensuring that all code-prescribed inspection and administrative duties are completed per IR A-7 and IR A-8. The assistant inspector is responsible for performing assigned inspections in a similar manner.

When an assistant inspector is utilized on a project the project inspector and assistant inspector must both sign each semi-monthly report.

#### **5. Inspector Performance Rating**

The DSA field engineer observes the project inspector's and assistant inspector's performance of code-prescribed duties during the course of construction, including the project inspector's monitoring of the assistant inspector's performance.

DAS Administrative policy on rating inspector's performance is undergoing review and has been temporarily removed from this IR.

